

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

HR COMMITTEE MEMBERS PRESENT: Marsik Frohling, Greshay, Schmidt, and Duchac

MEMBER EXCUSED: NONE

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, May 3, 2016 at 9:00 a.m. in meeting room 4C, located on the fourth floor of the Administration Building.

ALSO PRESENT: Sarah Eske, HR Director; Jim Mielke, County Administrator; Tonia Mindemann, Assistant HR Director; Jane Hooper, Clearview Administrator; Ann Schulz, Director of Nursing; Scott Petrack, Sworn Union President; Andrew Krumholz, Traffic Patrol Officer; Karen Gibson, County Clerk; Scott Smith, Chief Deputy.

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present.

Eske verified that the meeting was noticed in compliance with the Open Meetings Law.

Eske welcomed back all returning members of the Committee. There were no new members.

Motion by Greshay to nominate Marsik as Chair. Second by Duchac.

Motion by Frohling to close nominations and cast a unanimous ballot to elect Marsik as Chair. Second by Greshay. Motion carried. Marsik abstained.

Motion by Schmidt to nominate Frohling as Vice-Chair. Second by Duchac.

Motion by Duchac to close nominations and cast a unanimous ballot to elect Frohling as Vice-Chair. Second by Greshay. Motion carried. Frohling abstained.

Motion by Schmidt to nominate Greshay as Secretary. Second by Frohling.

Motion by Frohling to close nominations cast a unanimous ballot to elect Greshay as Secretary. Second by Duchac. Motion carried.

Motion by Schmidt to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Duchac. Motion carried.

Marsik asked if anyone present had any public comments. Gibson notified the Committee that Shelby Miller was starting Thursday with the County Clerk's office. Gibson wanted to let the Committee know that Human Resources and County Clerk were working together during the transition and that it was appreciated.

Motion by Schmidt to approve the minutes of the Open & Closed session minutes of the April 5, 2016 meeting of the Human Resources and Labor Negotiations Committee. Second by Frohling. Motion carried.

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Motion by Greshay to approve the minutes of the Open & Closed session minutes of the April 13, 2016 meeting of the Human Resources and Labor Negotiations Committee. Second by Duchac. Motion carried.

Hooper shared a story with the Committee regarding the workforce in a small community regarding retention. Hooper then explained a proposed policy to offer three (3) twelve-hour shifts; working 36 hours per week for Household Assistant II and III's and Independent Living Assistants. Hooper noted that the 36 hours would be the equivalent of full-time for benefit purposes for those on the 12-hour schedule only. Eske stated that this policy establishes a seven (7)-day work week with overtime after 40 hours in the work week verses the current overtime over 8 hours per day or 80 hours per pay period (8/80 rule). Eske also conveyed that the requirement is to work three (3) 12-hour shifts per week and these will not receive PM or NOC shift differentials, but would receive weekend or holiday differentials. Hooper stated the 12-hour shift schedule offers an option of flexibility. Hooper clarified that the proposal would be eligible for the above positions to start. She indicated she would like to start this schedule slow and see how it works out. Schulz responded to Supervisor Schmidt's question regarding self-scheduling stating one household is up and running with two more starting in May and June. Duchac informed the Committee that the Health Facilities Committee fully supports the 12-hour shift proposal. Schulz also addressed a question from Greshay regarding denied vacation. Schulz stated that there are two (2) current employees who have recently indicated an interest in 12-hour shifts. Eske notified the Committee that the next step would be to work with IT to setup the 12-hours shift positions within Kronos.

Motion by Duchac to approve the policy regarding 12-hour shifts for the positions of Household Assistant II, III and Independent Living Assistants at Clearview. Seconded by Frohling. After discussion Schmidt amended the motion to include an update to the Human Resources Committee and Health Facilities Committee in six (6) months. Duchac and Frohling agreed to the amended motion. Motion carried.

Motion by Greshay to approve full-time equivalent of 36 hours per week for the newly established 12-hour shift positions at Clearview. Second by Frohling. Motion carried.

Closed Session:

Motion by Duchac, second by Schmidt to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that the reason for convening in closed session is for the purpose of conducting public business for considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.; specifically to hold a Sworn Union Grievance Hearing regarding discipline of a Sworn Union employee. The meeting is closed pursuant to Section 19.85(1)(f) of the Wisconsin Statutes. Roll call vote was taken. Motion carried by unanimous vote of all members present at 9:33 a.m.

Open Session:

Motion by Schmidt, second by Greshay to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 10:32 a.m. There was discussion among Committee members regarding the grievance.

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Motion by Greshay to uphold the grievance. Second by Duchac. Motion carried.

Eske presented the Committee with the resolution to amend the Civil Service Ordinance calling attention to a change in the first paragraph. Eske stated that Sheriff Schmidt had previously met with the Committee regarding issues with recruitment and hiring due to the length of time required for the recruitment and selection process. Eske commented that several other Law Enforcement agencies have moved away from a Civil Service process or are considering a move which would leave Dodge County at a disadvantage in hiring. These other agencies are able to hire candidates at a quicker rate. Smith concurred stating that there has not been a time in the last year when in conversations with other jurisdictions that the issue of hiring struggles did not surface. Smith stated that all agencies are trying to figure out how to better position ourselves to hire ideal candidates. There was discussion among the Committee regarding transparency, public perception, and policy. Smith assured the Committee that there is transparency, that this is taken very seriously and that this is an opportunity to be more efficient and more competitive. Eske stated that draft policies have been presented to the Committee at prior meetings as information, emphasizing that these policies are the policies of the Sheriff and would fall under the jurisdiction of Law Enforcement Committee.

Motion by Schmidt to table until there is a final policy. Second by Frohling for discussion purposes. There was further discussion regarding the policies. Mielke noted that the Sheriff has authority over policy setting and advised that the policy does not need this Committee's approval. Mielke added that he did not feel it was appropriate to hold the resolution over a policy issue that the Committee has no jurisdiction over. Marsik called the vote. Motion failed.

Motion by Frohling to approve the resolution to amend the Civil Service Ordinance as presented and to present the resolution to the County Board. Motion carried with Schmidt opposing.

Eske informed the Committee that Patrick Glynn with Carlson Dettmann met with Department Heads last week and received good information. Eske also stated that Department Heads will be submitting JDQ's for positions with significant changes in responsibilities for Glynn to review for possible recommendations of changes to grade placement. Glynn will perform the market study with hopes to have recommendations by middle to end of June.

Eske notified the Committee that recruitment has begun for the Director of Human Services and Health Department casting a wide net across Wisconsin. Eske provided an anticipated timeline to include: application deadline of May 20th, interviews the week of June 6th and second interviews the week of June 13th. Mielke indicated that the interview panel would be himself, Eske, 1-2 members of the Human Services and Health Board and a Human Services Director from a neighboring county. Mielke stated that the goal is to bring the recommendation for appointment to the County Board in July with a target start date of August 15th.

Mielke explained that currently the Human Services and Health Director duties are being divided among the three (3) Division Managers. Mielke advocated that with the additional duties required in the interim, he would propose that the Committee consider an additional wage stipend of \$300.00 per pay period for each Division Manager until a new Human Services and Health Director is hired.

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Motion by Frohling to pay an additional wage stipend of \$300.00 per pay period for each Division Manager until a new Human Services and Health Director is hired. Second by Greshay. Motion carried.

Eske distributed the final resolution to extend the Post Employment Health Plan (PEHP) noting one amendment in the description.

Motion by Greshay to approve the resolution to extend the Post Employment Health Plan (PEHP). Second by Schmidt. Motion carried.

Eske notified the Committee that Shelby Miller, Human Resources Assistant II accepted a promotion to Chief Deputy County Clerk. Eske stated that currently the Human Resources Department has one (1) full-time Insurance and Benefits Coordinator. Due to the incredible amount of work and expectations surrounding benefits including ACA and anticipated changes in health insurance, a whole new level of responsibility has been added to the position. Eske stated she would like to recommend eliminating the Human Resources Assistant II position and create an additional full-time Insurance and Benefits Coordinator position. Eske noted that budget-wise there will be an impact due to a higher pay grade; however, there is anticipated to be an offset due to savings of the open position until filled. It was the consensus of the Committee to agree to the proposal and follow-up with a resolution.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

Two (2) Communications Officer – Relief – F.T.	Sheriff's Office
One (1) Utility II/Truck Driver (East) – F.T.	Highway Department
One (1) Customer Service and Support Specialist – F.T.	Human Services & Health
One (1) Human Services and Health Director – F.T.	Human Services & Health
One (1) Senior Land Surveyor – F.T.	Land Resources & Parks
One (1) Account Clerk III – F.T.	Human Services & Health

Motion by Schmidt to approve the Personnel Requisitions as presented. Second by Frohling. Motion carried.

The Committee reviewed the Salary, Wage, and Status changes as presented.

ELECTED OFFICIAL: Ed Benter, County Board Supervisor – District 1, County Board, \$50.00/mtg, CB01, ST01, 04/19/2016; Richard Bennett, County Board Supervisor – District 7, County Board, \$50.00/mtg, CB01, ST01, 04/19/2016; Stephanie Justmann, County Board Supervisor – District 9, County Board, \$50.00/mtg, CB01, ST01, 04/19/2016; Jeremy Bartsch County Board Supervisor – District 14, County Board, \$50.00/mtg, CB01, ST01, 04/19/2016; Jeffrey Caine, County Board Supervisor – District 18, County Board, \$50.00/mtg, CB01, ST01, 04/19/2016; Cathy Houchin, County Board Supervisor – District 21, County Board, \$50.00/mtg, CB01, ST01, 04/19/2016; Becky Glewen, County Board Supervisor – District 23, County Board, \$50.00/mtg, CB01, ST01, 04/19/2016; Michael Malloy, County Board Supervisor – District I, County Board, \$50.00/mtg, CB01, ST01, 04/19/2016. NEW HIRE: Warren W. Stanke, Deputy Medical Examiner, Medical Examiner, \$84.12 per diem, ME0006, ST0 01, 04/05/201; Kevin P. Kirsh, Trail Caretaker, Land Resources & Parks, \$10.61, MSC06, ST01Y1, 04/26/2016; Steven J. Hofman, Park Attendant – Ledge Park, Land Resources & Parks, \$11.33, MSC13, ST01Y1,

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04/20/2016; Scott R. Bernhard, Hazardous Materials Responder, Emergency Management, \$7.25, HAZ01, ST01, 04/27/2016. REHIRE: Kevin Breutzmann, Park Caretaker- Derge, Land Resources & Parks, \$11.34, MSC06, ST03, 04/19/2016; Evelyn Breutzmann, Park Attendant – Derge, Land Resources & Parks, \$11.70, MSC13, ST02Y2, 04/19/2016. LIMITED TERM SEASONAL: Kristine K. Klodowski, Data Entry Clerk –LTE, County Clerk, \$9.50, MSC04, ST01, 04/12/2016. RECLASSIFICATION: Kelly S. Smith, Counselor III-Case Manager Mental Health, Human Services & Health, \$22.44, DC07, ST01, 04/25/2016; Shelby J. Miller, Chief Deputy County Clerk, County Clerk, \$19.65, DC05, ST03, 05/05/2016; Jason D. Hundt, Deputy Jail Administrator, Sheriff's Office, \$31.43, DC10, ST05, 04/30/2016. STEP INCREASE: Holly M. Buchda, Communications Officer, Sheriff's Office, \$24.16, DC05, ST12A, 04/04/2016; Jodi L. Zitlow, Deputy Secretary, Sheriff's Office, \$18.73, DC03, ST11A, 04/05/2016; Suzanne L. Reissmann, Communications Sergeant, Sheriff's Office, \$28.77, DC07, ST11A, 04/02/2016; Carrie J. Bunker, Account Clerk III, Human Services & Health, \$19.52, DC04, ST7B, 04/11/2016.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: None

HR Director's Report:

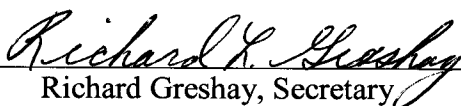
- a) Disciplinary Actions: None
- b) Grievances and Arbitrations: Eske updated the Committee regarding the impending hearing before the Independent Hearing Officer noting a pre-hearing conference call is scheduled for May 17, 2016 between the IHO, Nancy Pirkey, County's Labor Attorney and the grievant's Attorney. Eske notes that she is hoping possible hearing dates will come out of this call.

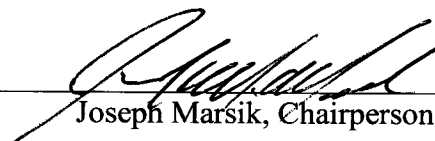
Future Agenda Items: Volunteer/Intern/Contractor policy

Future Meeting Dates and Times: It was the consensus of the Committee to change the July 5, 2016 regular meeting date to July 1, 2016 at 8:00 a.m.

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are regular meetings on **May 17, 2016, June 7, 2016, and June 21, 2016 at 9:00 a.m. and July 1, 2016 at 8:00 a.m.** which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chairperson at 11:55 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of Closed Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors on Tuesday, May 3, 2016 in meeting room 4C, located on the fourth floor of the Administration Building.

MEMBERS PRESENT: Marsik, Frohling, Greshay, Duchac and Schmidt

MEMBERS EXCUSED: None

ALSO PRESENT: Sarah Eske, Human Resources Director; James Mielke, Dodge County Administrator; Tonia Mindemann, Assistant HR Director.

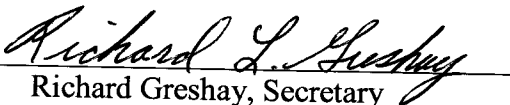
Motion by Duchac, second by Schmidt to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that the reason for convening in closed session is for the purpose of conducting public business for considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.; specifically to hold a Sworn Union Grievance Hearing regarding discipline of a Sworn Union employee. The meeting is closed pursuant to Section 19.85(1)(f) of the Wisconsin Statutes. Roll call vote was taken. Motion carried by unanimous vote of all members present at 9:33 a.m.

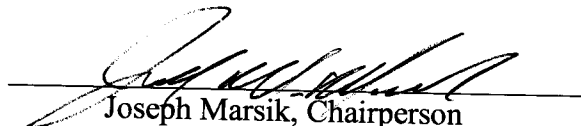
The Committee heard testimony regarding discipline of a Sworn Union employee.

Present for the Union: Scott Petrack, Union President; Andrew Krumholz, Deputy Sheriff

Present for Management: Chief Deputy Scott Smith and by telephone conference Sheriff Dale Schmidt and Patrol Lieutenant Chad Enright

Motion by Schmidt, second by Greshay to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 10:32 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

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